



**North Carolina Department of Health and Human Services
Division of Facility Services**

Health Care Personnel Registry Section

2709 Mail Service Center • Raleigh, North Carolina 27699-2709

www.ncnar.org

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary
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Jesse Goodman, Section Chief
Phone: 919-715-0562
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SECTION I - NURSE AIDE CHANGE OF INFORMATION (To Be Completed By Nurse Aide)

Important Note: If your name has changed, attach a copy of the new social security card AND a copy of the legal document/s (such as a marriage certificate or divorce decree) demonstrating the change from the name previously listed on the registry.

Name _____

Address _____ (City) _____ (State) _____ (Zip) _____

Home Phone: (_____) _____ Work Phone: (_____) _____

SECTION II - VERIFICATION OF EMPLOYMENT (To Be Completed By A Registered Nurse)

Important Note: Please complete all areas below. Incomplete forms will be returned. Exact dates of employment are required in month/day/year form. Terms such as "present" or "current" in the date fields will cause the form to be returned.

"I CERTIFY THAT (Nurse Aide Name) _____,

SS# _____,

WAS/IS EMPLOYED AS A NURSING ASSISTANT AND WAS SUPERVISED BY A REGISTERED NURSE

FROM (Date of Hire) _____ / _____ / _____ TO (Most Recent Date Worked)* _____ / _____ / _____."

EMPLOYER INFORMATION:

Facility Name _____

Street Address _____

City _____ State _____ Zip _____

Facility Telephone (_____) _____ DFS Facility License # _____

DIRECTOR OF NURSING OR RN SUPERVISOR:

Signature/Title _____ RN Certificate # _____

Date Form Completed _____ / _____ / _____ RN Telephone Number (_____) _____

*Please enter the most recent date that this individual actually worked as a nurse aide under RN supervision. The most recent date must be on or before the date this form is completed.

DO NOT SEND MONEY. Return this original, completed form to the Division of Facility Services address listed above. If you have any questions, registry staff may be reached by calling (919) 715-0562 weekdays from 9am to 3pm, Eastern Standard Time.

To gain listing renewal based on employment, an individual must work as a nurse aide for pay under the supervision of a registered nurse at least one day every 24 months following successful completion of a North Carolina State-approved competency evaluation program.